

PROPOSAL EVALUATION FORM (Michigan Center for Decision Driving)

Name of Reviewer:

University/Consultant Name:

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 100.

Proposals will be evaluated against the questions set out in each section.

SECTION 1: UNDERSTANDING OF THE PROJECT – 20 points

1. Has the applicant identified project goal(s) and measurable objectives?

EVALUATOR'S NOTES _____

2. Has the applicant provided a detailed timeline for the project?

EVALUATOR'S NOTES _____

EVALUATOR'S POINTS TOTAL FOR SECTION #1 _____

SECTION 2: PLANNING/METHODOLOGY FOR THE PROJECT – 25 Points

1. How comprehensive is the project business plan and does the methodology described depict a logical approach to fulfilling the requirements of the RFP?

EVALUATOR'S NOTES _____

2. How well does the proposed methodology identify and address each of the project goal(s) and measurable objectives?

EVALUATOR'S NOTES _____

EVALUATOR'S POINTS TOTAL FOR SECTION #2 _____

SECTION 3: PROJECT MANAGEMENT – 20 Points

1. Has the applicant described the resources they possess (financial, knowledge, experience, etc.) to successfully complete the project?

EVALUATOR'S NOTES _____

2. Has the applicant identified the prime contractor and any subcontractor (s) as well as their roles and responsibilities?

EVALUATOR'S NOTES _____

EVALUATOR'S POINTS TOTAL FOR SECTION #3 _____

SECTION 4: EXPERIENCE AND QUALIFICATIONS – 15 points

1. Does the applicant have experience working with government agencies?

EVALUATOR'S NOTES _____

2. Have the two examples that were provided demonstrated that the applicant has had experience on complex projects?

EVALUATOR'S NOTES _____

3. Has the applicant identified the project team member(s) for the construction phase of the project, their experience relevant to this project, the organization of the project team, and each team member's roles and responsibilities?

EVALUATOR'S NOTES _____

4. Has the applicant identified MCDD staffing for center operations and course delivery (i.e. MCDD director, faculty, support staff, etc.) as well as their roles and responsibilities?

EVALUATOR'S NOTES _____

EVALUATOR'S POINTS TOTAL FOR SECTION #4 _____

SECTION 5: CONTRACT COST – 20 Points

1. Is the budget complete and detailed?

EVALUATOR'S NOTES _____

2. Is there a thorough continuation and cost-assumption plan which describes how the MCDD would be supported in the long-term?

EVALUATOR'S NOTES _____

EVALUATOR'S POINTS TOTAL FOR SECTION #5 _____

TOTAL EVALUATOR'S POINTS _____